



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

HEALTH RECORD TECHNICIAN I

FUNCTION OF POSITION

All classifications in this series are responsible for assisting the Health Record Department in meeting institutional goals; completes record and health data processing assignments following established policies and procedures. Ability to work independently within the scope of the position. Uses knowledge and skills to accurately analyze, abstract, code and report medical statistical information. Works with highly sensitive confidential information. Uses knowledge of statutes and regulations, as well as Department policies, to protect the sensitive and confidential nature of the information contained in the inmate patient health record.

MINIMUM QUALIFICATIONS

Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for year basis.)

AND

One year of California state service clerical experience, which includes training and supervised work experience in the procurement and processing of health data

OR

Two years of clerical experience in the medical or health record section of a health facility. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for year basis.

CAREER PATH

Health Record Technician I
Health Record Technician II (Specialist)
Health Record Technician II (Supervisor)
Health Record Technician III

APPLICATION INFORMATION

The Department application consists of the two documents listed below. Additional information may be submitted, but is not required. All forms must be completely filled out. Properly completed documents should be sent to the institution(s) for which you are applying. A list of institutional addresses is located on the California State Prisons Map included in this information package. Should you have any questions, please feel free to contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at Health.Recruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

CONTINUED ON REVERSE

www.corr.ca.gov
888-232-4584 Toll Free
916-227-4646 FAX

Health Record Technician I (continued)

SALARY RANGES

Health Record Technician I	\$2348 – 2855 per month
Health Record Technician II (Specialist)	\$2626 – 3193 per month
Health Record Technician II (Supervisor)	\$2628 – 3195 per month
Health Record Technician III	\$2989 – 3635 per month

All correctional institutions **may** authorize a **“Hiring Above the Minimum”** (HAM) a salary differential, for extraordinary qualifications, and experience. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a **“Hiring Above the Minimum”** salary differential may be applicable.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla State Prison, Calipatria State Prison, and Centinela State Prison after 12 months of full-time employment)
- Reimbursement of Medical License renewal fee (Actual Cost)
- Professional Dues Reimbursement (\$50 Maximum)
- Uniform Allowance
- Institutional Workers Supervision Pay Differential, up to \$190 per qualifying pay period
- Evening and Night Shift Differential Pay
- California Public Employees' Retirement System

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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